



## **FULL COUNCIL MEETING**

### **DRAFT MINUTES 2**

July 29, 2011

8:30 a.m. – 12:00 p.m.

Arizona Department of Administration

100 North 15<sup>th</sup> Avenue, 3<sup>rd</sup> Floor Conference Room

Phoenix, Arizona 85007

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on July 29, 2011 at the Arizona Department of Administration Building, Third Floor Conference Room, 100 North 15<sup>th</sup> Avenue, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

### **MEMBERS PRESENT IN PERSON**

John Black  
Leslie Cohen  
David Copins  
Tim Martin  
Karla Phillips, Vice Chair

Barbara Brent  
Monica Cooper  
Will Humble, Chair  
Ed Myers  
Rhonda Webb

### **MEMBERS PRESENT VIA TELEPHONE**

Susie Cannata  
Charles Ryan

John Eckhardt  
Rosemarie Strout

### **MEMBERS ABSENT**

Richard Carroll  
Greg Devorce  
Joyce Millard-Hoie

David Cutty  
Matt McMahon  
Elmer Saufkie

### **GUESTS**

Peri Jude Radecic

### **STAFF PRESENT**

Larry Clausen  
Lani St. Cyr

Marcella Crane  
Shelly Adams

**A. Call to Order**

Chairman Will Humble welcomed everyone to the meeting. Council members and guests were asked to introduce themselves. The meeting was called to order at 9:07am with 14 Council members present and quorum achieved.

**Conflicts of Interest:**

Chairman Humble asked the ADDPC members to review the agenda and state their conflict of interests. Noted are the following:

Ed Myers will abstain from voting on agenda item F.1. Project Vote.

**B. Approval of Minutes**

The May 20, 2011 minutes were reviewed.

- A motion was made by Barbara Brent to approve the minutes.
- The motion was seconded by Ed Myers.
- The motion carried.

**C. Budget Review**

Lani St. Cyr, ADDPC Fiscal Manager, reviewed ADDPC Financial Update handout. The items discussed and approved under the Grants/Budget Committee recommendations at the May 20, 2011 Council meeting, were obligated using FFY '10 funds. Of the six grant applications received, none addressed transportation. The Council has \$728,515 in FFY '10 funds remaining to be encumbered by 9/30/11. The Council has made a request, to ADD representatives for a waiver to extend the obligation period for FFY '10 funds through 9/30/12. The Council is waiting on a response from this request.

**D. 2011 RFGA Update**

Marcella Crane, ADDPC Contracts Manager, stated that the applications received in response to the RFGA will be reviewed by an evaluation committee. This process should be completed by the end of August so that the Grants/Budget Committee can review and make a recommendation to the full Council on September 16, 2011. Larry Clausen reminded Council members that their participation at the September 16<sup>th</sup> ADDPC meeting is critical to ensure that a quorum could be achieved to approve grant funding to meet the September 30<sup>th</sup> federal guidelines to obligate grant dollars.

**E. Administration/Planning Committee Recommendations**

**1. 2011-2016 Proposed State Plan**

Ed Myers, Chairperson of the Administrative/Planning Committee, asked Larry to provide information on the outcomes of public comment received on the proposed State Plan. Larry explained that two sources of public comment were used over the six-week comment period, including electronic survey tool (Survey Monkey) and public forums held in 3 locations across the state. Larry presented the written findings from both sources and noted that while many comments were received, none focused on the goals themselves but more on the implementation of the approaches in fulfilling goals. Larry responded to questions from Council members and agreed that continually tracking objectives and reporting back to the Council at each meeting would be done.

- A motion was made by Ed Myers to approve the State Plan as presented.
- The motion was seconded by Tim Martin.
- The motion carried.

## **2. ADDPC Bylaws – 2011 Revisions**

Ed Myers presented information pertaining to the ADDPC By-Laws and proposed revisions which include:

1. The reference to “Council” was removed from the By-Laws and replaced with “ADDPC” which reflects the current branded title of the Council.
2. The reference to “Chair” and “Chairman” was removed from the document and replaced with “Chairperson”.
3. The spending authority for the Executive Director was established at \$5,000 per purchase, with requirements that all purchases be approved by the ADDPC Fiscal Manager and reported to the ADDPC at their quarterly meetings.
4. Content change was discussed pertaining to maintaining a quorum during public meetings.
5. Discussion was held regarding the addition of new partners to be cited in the By-Laws and it was determined that such an addition would be addressed at a later date.
6. A new section pertaining to member stipends and reimbursement for costs related to Council activities was discussed.
7. The motion to approve the Bylaws required the following two revisions:
  - Remove “and the Native American Center for Disability Law” from page 6, item c.
  - Remove “During any ADDPC public meeting when a quorum is not attained or lost during the course of the meeting, the meeting will immediately adjourn and discontinue any activities related to business of the ADDPC until a quorum can be regained or a new public meeting is scheduled” from page 21, item 5.

- A motion was made by Leslie Cohen to approve the By-Laws with revisions.
- The motion was seconded by Susie Cannata.
- The motion carried.

## **3. Future Planning, Project Development**

Ed Myers spoke to the importance of Council members generating ideas on how new projects could be developed to effectively carry out the State Plan goals.

## **F. Grants/Budget Committee**

### **1. Project Vote**

Peri Jude Radecic presented information on Project Vote, a new proposed initiative involving The Arizona Center for Disability Law (ACDL). The project is an expansion of a previous grant funded program operated by ACDL in Maricopa and Pima counties through the Help American’s Vote Act (HAVA). HAVA funds are no longer available, and ADCL is seeking to provide the program in six rural, unserved programs in 10 high schools. The program will seek to be completed in January 2012, in time to allow newly trained and registered student voters (with developmental disabilities) to vote in the 2012 Arizona Presidential Preference Primary.

- Ed Myers abstained himself from the vote.
- A motion was made by John Black to allocate up to \$50,000.
- The motion was seconded by David Copins.
- The motion carried.

## **5 MINUTE BREAK**

### **2. Division of Developmental Disabilities (DDD) Membership in State Employment Leadership Network (SELN)**

The State Employment Leadership Network (SELN) was presented as a State DD agency membership organization. The Division on Developmental Disabilities (DDD) has expressed an interest in re-joining the organization, due to the support the organization can provide in developing integrated employment in the state for persons with developmental disabilities. Larry presented information on the benefit of DDD membership in SELN and how through paying the membership fee for DDD, the Council could benefit from the affiliation. Larry also referenced his conversation with ADD Commissioner Sharon Lewis, who supports the ADDPC providing funds to DDD.

- A motion was made by Leslie Cohen to approve for \$35,000 for DDD membership in SELN.
- The motion was seconded by John Black.
- Barbara Brent abstained from vote.
- The motion carried.

### **3. Arizona Department of Education (ADE) Annual Transition Conference**

Larry presented information on the upcoming 11<sup>th</sup> Annual Transition Conference occurring this fall. He proposed that the ADDPC support the Conference by funding 3 specific presenters whose content is consistent with the new State Plan goals. In addition to funding, Larry will be obtaining participant information and following up with a mailed survey, inquiring about how the training session content will be utilized by the participants.

- A motion was made by Ed Myers for \$7,700 to support presenters at the Transition Conference and to measure utilization of knowledge and skills by the participants.
- The motion was seconded by Barbara Brent.
- The motion carried.

## **G. Proposed Projects Presentation**

### **1. Integrated Employment Conference**

Although no budget has been set, a proposal was offered by Karla Phillips to consider funding an Integrated Employment Conference to be held in Arizona in 2012. This conference would aim at an audience of students with developmental disabilities transitioning from high school into the community, high school graduates and others seeking work. In addition family members and persons offering support would be invited. The content would focus on several areas, including instructional information and sessions designed to obtain feedback from the audience on employment strategies and ideas that can be developed to increase competitive employment.

- A motion was made by John Black to approve.
- The motion was seconded by Rhonda Webb.
- The motion carried.

## **2. Special Education Financial Primer/Scorecard**

Karla Phillips stated this project will seek to create two products that serve as a resource for consumers and policymakers.

1. The finance primer will be a one-time document containing essential information pertaining to special education funding sources, formulas used in allocating funds, and funding practices used in Arizona and other states. The document will be prepared in both electronic and hard-copy versions for statewide distribution to parents, other consumers and policymakers.
  2. The ADDPC Special Education Quarterly Brief will be a brief evaluation of specific topics related to special education in Arizona, created on a quarterly basis. Evaluation topics will incorporate a scan of topic areas, using existing state and national data to rate and score areas such as educational outcomes, availability of services and other topics of importance to parents, other consumers and policymakers.
- A motion was made by Ed Myers to approve.
  - The motion was seconded by John Black.
  - The motion carried.

## **H. Senate Bill Discussions, SB1190 & SB1232**

1. Senate Bill 1990 pertains to the Intermediate Care Facilities (ICF) for developmental disabilities. The Department of Economic Security (DES) shall conduct meetings with individuals with cognitive or developmental disabilities who are served by state ICF and their parents or guardians. These meetings shall present placement options, including placement with private service providers. They shall also inform the individual's parent or guardian of choices regarding quality of services, cost, efficiency and active treatment or habilitation. In preparing for the meeting with parents/guardians, legislation requires that up to two Council members participate in the review of materials that will be created by DDD. Ed Meyers indicated his interest, and volunteered to participate.
2. Senate Bill 1232 pertains to the DES Developmental Disabilities Advisory Council continuation for ten years by adding duties and members to the Council and modifies the Council's responsibilities. Under statute, one Council member needs to sit on the Advisory Council as appointed by the Governor. Larry asked interested Council members to visit the ADDPC website and click on the FYI entitled "Applications are now being accepted for Council members" which will take members to the Governor's Boards & Commissions website where a formal application can be completed.

## **I. Next Meeting Date**

Next meeting date will be Friday, September 16, 2011, 9:00 a.m. – 12:00 p.m., at 100 North 15<sup>th</sup> Avenue, 3<sup>rd</sup> Floor Conference Room, Phoenix, AZ 85007

**J. Call to the Public**

None

**K. Adjournment**

Chair adjourned the meeting at 11:52am.